

**DETERMINATION AND FINDINGS**  
**FOR**  
**SOLE SOURCE EXTENSION OF CONTRACT**

**Agency:** Department of Consumer and Regulatory Affairs (DCRA)  
**Contract No.:** CW22673  
**Caption:** Professional Licensing Project  
**Contractor:** Pearson VUE / NCS Pearson, Inc.

**Findings**

**1. Authorization**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.6(b)

**2. Minimum Need**

The Office of Contracting and Procurement, on behalf of the Department of Consumer and Regulatory Affairs (DCRA), Occupational and Professional Licensing Administration (OPLA) is seeking to extend the current contract with Pearson VUE / NCS Pearson, Inc. to provide technical, managerial and administrative services to facilitate DCRA's licensing operation function to avoid a disruption in services.

**3. Estimated Fair and Reasonable Cost**

The estimated fair and reasonable price to provide the required services for the period October 1, 2014 through December 31, 2014 is \$1,170,000.00, based on current contract unit pricing and projected volume of transactions.

**4. Facts that Justify a Sole Source Procurement**

- A. DCRA/ OPLA is responsible for supporting eighteen (18) professional licensing boards and programs representing 144 license categories and approximately 45,000 licenses. These boards govern the practice and occupations and professions as mandated by regulatory laws of the District of Columbia.
- B. Pearson VUE / NCS Pearson, Inc. is currently providing satisfactory services for the required professional services and is uniquely positioned to ensure continuity of services.
- C. The District of Columbia requires that people who work in certain professions acquire a certain level of knowledge in their chosen field; therefore they are required to obtain a license to ensure that the public's health, safety, and welfare are reasonably protected.

D. The Office of Contracting and Procurement expects to award a new contract for these services on or before January 1, 2015.

E. A sole source extension is the most advantageous method of fulfilling the District's need while completing the competitive procurement process and to allow for a transitioning period from existing vendor to new vendor if necessary. A market survey was not conducted because Pearson VUE / NCS Pearson, Inc. has agreed to continue services based on existing contract pricing.

**5. CERTIFICATION BY THE AGENCY HEAD:**

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

\_\_\_\_\_  
Director  
Department of Consumer and Regulatory Affairs

\_\_\_\_\_  
Date

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the 27 DCMR 1304, 1700, 1701 and 2005.6(b). I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Deborah J. White  
Contracting Officer  
Office of Contracting and Procurement

\_\_\_\_\_  
Date

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

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James D. Staton, Jr.  
Chief Procurement Officer  
Office of Contracting and Procurement

\_\_\_\_\_  
Date